

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Work Space

FROM: C/CTC/SS  
4C20 HQS

EXTENSION

NO.

20090X-88

DATE  
9 March 88

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, FMD/OL  
3E14 HQS

3/9 JR

1 to 3: [ ] said you would like to see all space requests first. Bill is aware of this one, and will draft a sorry-but-no-can-do response if you'd like [ ]

2.

3. D/Logistics

10/3 Q

4.

5. C/HCS

6. (FMD)

SUSPENSE  
3/28

> Bill - Action pls. - why do they have to be in 14p - - -

7.

8.

9.

10.

11.

12.

13.

14.

15.

9 March 1988

MEMORANDUM FOR: Chief, Facilities Management Division  
Office of Logistics

25X1  
FROM:

[REDACTED]  
Chief, Support Staff, Counterterrorist Center

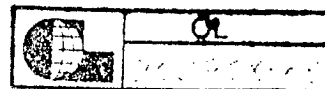
SUBJECT: Request for Work Space

1. Your assistance is requested in identifying space to accommodate two work stations in the Headquarters building. These work stations are required to relocate two Independent Contractors who are performing a vital service for both CTC and the Office of Security (OS). However, we are being forced to relocate the two individuals from their current space in 4C20 due to a new high priority computer project.

2. Initial equipment for the new project will be available for installation in 4C20 circa 15 March 1988, and any delay experienced while an alternate installation area is sought would retard the entire project.

25X1  
25X1  
3. The 4C20 area was selected for the new project because its size is ideal, and the area is co-located with the [REDACTED] [REDACTED], who will be managing the new project. In addition, the area meets rather stringent TEMPEST security standards. In expectation that the new project will occupy the 4C20 area, TEMPEST approval was sought, and has been granted by the Office of Security for the 4C20 installation. The project would be unduly delayed were a repeat TEMPEST survey and recertification be required for an alternate area, assuming one could be located.

25X1  
[REDACTED] [REDACTED]  
SECRET



SECRET

SUBJECT: Request for Work Space

ORIG: CTC/LOG

4. Efforts to identify alternate workspaces for the Independent Contractors have been negative. Unless a solution can be found, the new project may have to be delayed with a detrimental effect on operational efforts to enhance terrorist support between field stations and Headquarters. The other alternative is to terminate the services of the two individuals which would have a negative impact on both CTC and OS operations. To avoid these two alternatives, it is hopeful your office can help us identify temporary workspace within the Headquarters building which may be required for a period of six months to two years.

5. Any questions regarding this request should be directed to  on secure extension  Any support you may have to offer in this matter is appreciated.

SECRET